

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Thursday, October 9, 2018**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Thursday, October 9, 2018, at 6 P.M. in the Men's Lounge of Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 6:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Richard Dehnert
Councilmember Scott Buckley

Councilmember Bill Regner
VACANT SEAT

Town Staff:

Town Manager Gayle Mabery
Administrative Services Director Kathy Bainbridge
Economic/Community Development Director Jodie Filardo
Planning Manager Beth Escobar
Utilities/Public Works Director Maher Hazine
Sergeant Troy Smith
Community Services Manager Joni Westcott
Community Services Technician Allyn Backus

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Dr. Phil Dirksen, Clarkdale resident – shared his thoughts against Proposition 445.

Donna Drake, Clarkdale resident – Announced that October is Breast Cancer Awareness Month and stated she would like to see the “C” painted white again. Will call the Town Manager for contact information for the owner of the property.

REPORTS

Current Events – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor's Report –

- 09-12-18 Met with Tom Chabin, John Hatfield (APS) and Vice Mayor Dehnert to discuss solar energy Proposition 127
- 09-24-18 Attended Verde Watershed Restoration Coalition Steering

Committee Meeting regarding monitoring the Verde River

- 09-26-18 Attended USGS Presentation on groundwater monitoring and learned of future plans
- 09-27-18 Joined ITC representatives (Big Chino Pumped Storage Project) and other Verde Valley Representatives on Verde Canyon Railroad trip
- 09-28-18 Spoke to Yavapai College Postsecondary International Network Conference about Arizona's water future
- 10-06-18 Attended Clarktoberfest

Vice-Mayor's Report –

- 09-12-18 Met with Tom Chabin, John Hatfield (APS) and Mayor Von Gausig regarding Proposition 127
- 09-27-18 Attended Proposition 445 Open House
- 10-04-18 Attended Proposition 445 Open House
- 10-06-18 Attended Clarktoberfest

Councilmember Regner's Report –

- 09-12-18 Met with Councilmember Buckley and met with Tom Chabin;
 - Attended Local First Mixer
- 09-13-18 Attended Proposition 445 Open House
- 09-14-18 Participated in CHSM Open House
- 09-17-18 Attended Verde Valley Community College Citizens Advocacy group meeting
- 09-20-18 Attended Chamber Mixer
- 09-21 & 22-18 Attended Flinn-Brown Convention
- 09-24-18 Attended League of Women Voters Candidate Forum for Yavapai College District Governing Board
- 09-25-18 Met with Economic/Community Development Director Jodie Filardo
- 09-26-18 Met with Councilmember Buckley
- 10-06-18 Attended Clarktoberfest

Councilmember Buckley's Report –

- 09-12-18 Met with Councilmember Regner and Tom Chabin regarding Proposition 127
- 09-26-18 Met with Councilmember Regner
- 10-02-18 Attended Downtown Business Alliance meeting
- 10-06-18 Attended and participated in Clarktoberfest

Town Manager's Report –

Reminders:

- Today is the last day to register to vote in the November 6th General Election.
- Last two Open Houses on Proposition 445 Road Bond will be from 6 – 8 p.m. at –
 - October 11th at Spirit of Joy Church; and
 - October 24th at Men's Lounge at Town Hall
- 10-18-18 Community Services Department will host an "Open Field" event at Selma Ballfield/Mongini Park for public input on master planning at 4:30 – 6 p.m.
- 10-26-18 Inaugural "Movie in the Park" featuring Disney/Pixar's *Coco* at 6 p.m. in the Clarkdale Park.
- 10-31-18 Halloween festivities
 - 5:30 p.m. Costume contest
 - 5 – 7 p.m. Trick or Treating on Main Street
 - 5 p.m. Thriller Dance featuring the Clarkdale Police Department
- 11-06-18 Selma Ballfield/Mongini Park Master Planning public input meeting at the clubhouse;
 - Election Day
- 11-09-18 Second Movie in the Park – *Zootopia*

Clarifications:

- Thanked former Councilmember Ben Kramer for allowing Council to move forward in appointment process. Mabery stated she regretted that the timing of this may have created more public confusion than was anticipated. She further noted that Kramer resigned at her suggestion to allow the newly appointed councilmember to attend Strategic Planning. If Kramer had waited until November 13th, this would not have been possible, nor would it have been possible for the new Councilmember to participate in early discussion with Town Manager Recruitment Company. Legally, Mr. Kramer was not eligible for the Town Manager position, for which he will apply, for one year from the end of this term of office. He could have stayed in office until that time and not impacted his eligibility, however he saw the value in allowing a new Councilmember to participate.
- Staff's recommendation in that report would be that the Council choose someone that would be willing to serve beyond the October 23rd to November 13th term, although legally the Council cannot make that decision until November 13th, but practically it was important to inform the Council and the public of that recommendation.
 - 10-10-18 Deadline for new Council member application at 5 p.m.
 - 10-16-18 Applicant interviews

Organizational Reports – Reports regarding regional organizations.CAT – Cottonwood Area Transit (Councilmember Buckley)

- No report

VVTPO – Verde Valley Transportation Planning Organization. (Councilmember Regner)

- 09-26-18 Public process to gain feedback on the Verde Connection between AZ-260 and Beaverhead Flat Road is continuing with public meetings and comments taken on their website: verdeconnect.com They are looking for feedback on alternatives, archeological concerns, routes, etc. There is an online poll.
- Some re-stripping of Main Street from 89A toward Old Town to add bike lanes and at some point reduce from four lanes to adding two center turn lanes.

NACOG - Northern Arizona Council of Governments. (Vice Mayor Dehnert)

- No report

NAMWUA - Northern Arizona Municipal Water Users Association. (No representative)

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. **Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held September 11, 2018 and Special Meetings September 11, 2018, and September, 13, 2018.
- B. **Claims** - List of specific expenditures made by the Town during the previous month. September, 2018 check log and PPE dated September 1, 11 and 15, 2018.
- C. **Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.
Board of Adjustments Notice of Cancellation of Meeting September 26, 2018
Design Review Board minutes of the meeting held September 5, 2018
Planning Commission minutes of the meeting held September 18, 2018
Parks and Recreation Commission minutes of the meeting held September 12, 2018
- D. **A Resolution of the Clarkdale Town Council to recognize 2018 Cities & Towns Week around the State of Arizona** – approval of Resolution # 1588, a resolution to recognize 2018 Cities & Towns Week around the State of Arizona.
- E. **Extra Mile Day Proclamation** – Approval of a Proclamation naming November

1, 2018 as Extra Mile Day, recognizing individuals and organizations who created positive change by “going the extra mile” and making a difference.

- F. Resolution Making Updates to Northern Arizona Municipal Water Users Association** – Approval of Resolution #1587, A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona, amending Resolution #1560 making updates to Northern Arizona Municipal Water Users Association (NAMWUA) representation.

Action: Accept Consent Agenda item A - E as presented.

Motion: Vice Mayor Dehnert

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

Item F was pulled from the Consent Agenda and tabled to the first meeting in December.

OLD BUSINESS

SUSTAINABLE DEVELOPMENT GUIDELINES - Discussion/possible action regarding the draft of the Sustainable Development Guidelines.

As a result of recent interest in multi-family development from property owners and developers, staff and the Design Review Board (DRB) drafted guidelines for sustainable multi-family development.

DRB reviewed the first draft of the guidelines at their March 7, 2018 meeting and requested a final draft.

A revised draft was presented to DRB on April 4, 2018 and direction was subsequently given to staff to bring the revised draft to Town Council in a worksession on May 8, 2018. At that meeting, Town Council directed DRB to develop draft guidelines, which were presented at the June 6th Regular DRB Meeting. Design Review Board directed staff to remove strategy 1.3 related to use of grey water since staff does not recommend the practice for multi-family development. Following this change, DRB recommended the guidelines be forwarded to Town Council for review and adoption.

At the July 10, 2018 regular Council meeting, draft guidelines for sustainable multi-family development were presented to Town Council in a discussion/worksession. Direction was received to look into these items:

- Investigate provisions for multi-use development in Code, Ordinances or the General Plan.
- Provide some form of cost/benefit projection for sustainable construction methods vs. the commonly practiced methods.
- Add the detailed comments of sustainable development found in the staff report to the guidelines document.
- Expand the guidelines to include commercial and industrial projects.

Purpose

As a sustainable community, Clarkdale has adopted a variety of regulations and guidelines to encourage sustainable development. These include the sustainability element written into the 2012 General Plan, the Town's adopted Vision, Mission and Guiding Principles, and the adopted Water Resources Management Plan. In addition, the Council adopted Sustainability Values in May, 2013 which were developed with the Planning Commission. These guidelines are shared with builders and developers as part of the permitting process when they come in for a pre-application meeting with staff.

Per Town Zoning Code, Chapter 11 Design Review and Site Plan Review, 11.1.4, new buildings and redevelopment (except single family residential and accessory uses) require design and site plan review. Further, Chapter 11 of the Zoning Code provides specific criteria for site plan review, including but not limited to the following:

- Maintenance and preservation of environmentally sensitive areas
- Conservation of desirable natural surroundings to the fullest extent possible
- Management of storm water and erosion control

In addition, all multi-family, commercial and industrial projects are subject to the requirements of Town Zoning Code, Chapter 9, Landscape Design Standards.

The draft sustainable development guidelines are designed to augment the Town's existing codes by providing specific guidance related to site plan design criteria for multi-family, commercial and industrial projects. Projects incorporating these concepts face environment-specific design considerations such as topography, solar orientation and local weather patterns that vary by the season. The guidelines offer strategies that take advantage of the resources that are naturally delivered to the site such as quality rainwater, solar energy, shade and fresh air. These specific guidelines will be used by staff and the Design Review Board to encourage the use of sustainable development practices for new development of these types.

Analysis:

In developing these guidelines, these four chapters of the 2012 General Plan provide the foundation for the Sustainable Development Guidelines (attached).

1. Water Use: Chapter 6, Water Resources
2. Ecological Design: Chapter 7, Environmental Planning

3. Sustainable Construction: Chapter 10, Housing
4. Mixed Use Development: Chapter 2, Land Use

Public Participation

Members of the development community, as well as the general public, were specifically invited provide input on the draft guidelines and to participate in the May 8th and the July 10th Town Council meetings. Specific input received will be incorporated into the draft guidelines, but to date, comments and input have all been in support of the guidelines as proposed.

Input from Development Professionals

At the July 10th meeting, Town Council requested an estimated cost comparison between passive/high mass construction and conventional methods. Council was advised that a formal estimate would not be possible without construction drawings, but that an effort would be made to gain an “apples to apples” comparison between two like buildings. In August 2018, Community Development staff met with Prescott architect, Michael Frerking and Prescott contractor Jeremy Cluff and his estimator, Mike Nay, in hopes of gaining a more tangible cost comparison between high mass construction techniques vs conventional methods. CDD was not in a position to offer compensation for this informal analysis but the three agreed to look at the problem and offer their thoughts sometime before the September 11 Town Council meeting. Any comments received from Messrs Frerking, Cluff or Nay will be shared with Town Council on September 11.

Summary:

The following direction received from Council on July 10th was pursued by staff and incorporated into this revision of the guidelines as needed.

1. Attempt to obtain a cost-savings benefit analysis for proposed methods by comparison to conventional methods. An architect, a contractor and his estimator have agreed (gratis) to look over an “apples to apples” comparison and offer their thoughts.
2. Investigate Code and Ordinances for mixed-use development. Chapter 2 of the 2012 General Plan addresses this specifically and was added as the fourth component to the Sustainable Development Guidelines. In addition, changes to the commercial zoning code adopted in 2015 allowing for multi-family residential development in commercial zones support the development of mixed-use projects.
3. These draft guidelines supplement the existing Sustainability Values and can be applied to commercial and industrial projects.
4. Deliver more detailed information on the concepts in the form of a PowerPoint presentation.
5. Move implementation details from the staff report to the actual guidelines document.

These guidelines pertain to multi-family and mixed use development and are intended to promote sustainable, innovative design. If approved, both Design Review Board and Community Development would use these guidelines as recommendations to inform multi-family designers and developers when reviewing their applications. Each project will vary in challenges and available cost-effect options. With the wide variety of options provided in the guidelines, staff hopes each new project coming forward should be able to incorporate one or several concepts.

Project Manager Mike Gray presented information on this agenda item to Council.

Action : Adoption of the Guidelines for Sustainable Development.

Motion: Councilmember Regner

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

NEW BUSINESS

RANKING OF AND NEGOTIATIONS WITH EXECUTIVE RECRUITMENT FIRMS – Discussion and possible action regarding the ranking/selection of the executive recruitment firm(s) to provide recruitment services for a new Town Manager and authorization for contract negotiations.

With the upcoming retirement of Town Manager Mabery, the Clarkdale Town Council allocated funds during the FY 2019 budget process to cover costs associated with the recruitment and selection of a new Town Manager. Following the adoption of the budget, staff solicited a number of executive recruitment companies for proposals relating to the upcoming Town Manager search. Clarkdale Town Council Members were asked to individually rate the proposals and Town Manager Mabery used those ratings to prepare of short-list of firms who would be offered the opportunity to make presentations to the Town Council. The three firms selected for interviews were:

- **CPS HR**
- **The Novak Consulting Group**
- **Slavin Management Consultants**

Each firm was given the opportunity to share information about their firms, the Executive Recruitment services that they provide, their firms experience with City/Town Manager recruitments, and any other information they wish to provide. Each firm was also available to address comments and questions from the Town Council.

At tonight's meeting we recommend that the Council rank the recruitment firms in order of preference. Ranking the firms in this way allows flexibility so in the event agreeable terms are not reached with the highest ranked firm, negotiations can begin with the next highest ranked firm.

Staff further recommends Council authorize the Mayor and current Town Manager conduct contract negotiations with the highest ranked firm, and, in the event that agreeable terms are not reached with the highest ranked firm, negotiations can proceed with the next highest ranked firm.

Once a contract has been negotiated, it will come back to the Council as a separate agenda item for Council consideration within 30 days.

Council discussed the three firms and all ultimately agreed on the ranking order.

Action: Rank the recruitment firms as 1) Novak, 2) CPS HR and 3) Slavin Management Consultants and authorize the Mayor and current Town Manager to conduct contract negotiations with the highest ranked firm, and, in the event that agreeable terms are not reached with the highest ranked firm, negotiations can proceed with the next highest ranked firm.

Motion: Councilmember Buckley

Second: Councilmember Regner

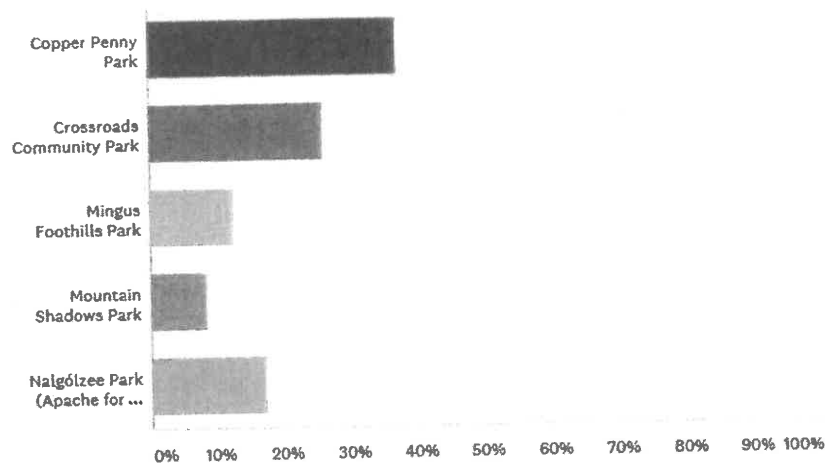
Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

CROSSROADS AT MINGUS TRACT F PARK NAMING – Discussion and possible for the Parks and Recreation Commission's recommendation of the name to be designated for the Tract F Park in the Crossroads at Mingus Subdivision.

Out of the following options, which would be the best name for the new park?

Answered: 171 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Copper Penny Park	36.84%	63
▼ Crossroads Community Park	25.73%	44
▼ Mingus Foothills Park	12.28%	21
▼ Mountain Shadows Park	8.19%	14
▼ Nalgölzee Park (Apache for "go play!")	16.96%	29
TOTAL		171

Community Services Supervisor Joni Westcott presented information on this agenda item to Council.

Action: Select Copper Penny Park as the name for the new park in the Crossroads at Mingus Subdivision.

Motion: Vice Mayor Dehnert

Second: Councilmember Buckley

Vote:

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
VACANT	NA
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.
None


ADJOURNMENT – Without objection, Mayor Von Gausig adjourned the meeting at 6:46 p.m.

APPROVED:



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:




Mary Ellen Dunn, Town ClerkCERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Town Council of the Town of Clarkdale, Arizona held on the 9th day of October, 2018. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13th day of Nov., 2018.

SEAL



Mary Ellen Dunn, Town Clerk